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OTE 87-5213

12 August 1987

MEMORANDUM FOR: Chief, Headquarters Consolidation Staff

25X1 FROM:

[redacted]
Director of Training and Education

25X1 SUBJECT:

Relocation of OTE components [redacted]

25X1 1. Because of the need to relocate OTE personnel [redacted] in the fall of 1988, we have reviewed the space requirements across our entire curriculum, including changes expected in the next year or so. This review leads us to believe that the timing is ideal to implement an idea that we have been considering for some time -- the establishment of a facility for all the operations training conducted in the Washington area. The review also highlighted the fact that the missions of the secretarial and information systems training components [redacted] are not necessarily those best suited for the sites identified for relocation.

Operations Training

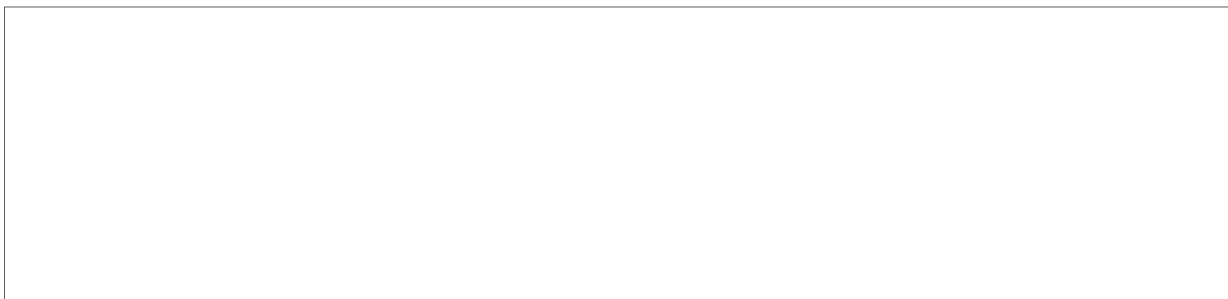
2. The Washington Operations Training Division, WOTD, is less than two years old and the requirement for ops training in the Washington area has more than doubled in that time.

-- The world situation has placed extra demand on our Personal Security Branch for courses to aid employees scheduled for overseas assignment and those going TDY.

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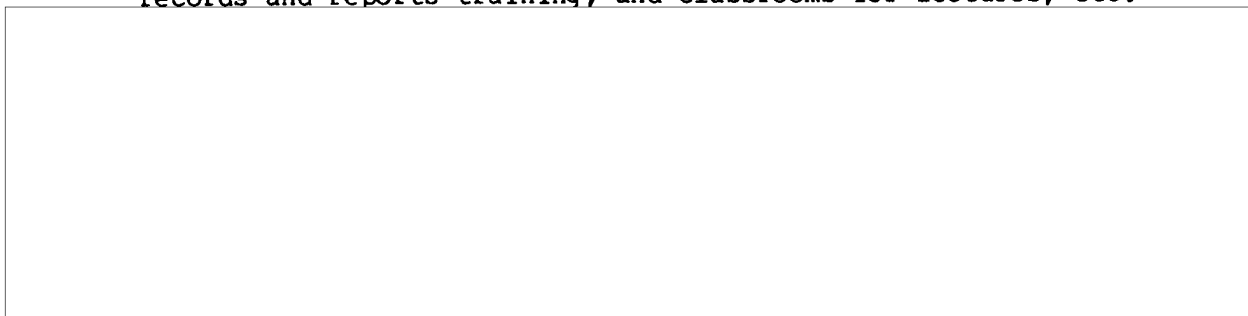
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3. Current Agency space plans call for WOTD to move twice, once out of [redacted] in the fall and again with the rest of OTE [redacted] sometime in the future. I believe it would be more cost effective in the long run, and certainly more efficient from a training standpoint, to establish a permanent site for operations training separate from our other components at this time.

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-- The site could be designed to meet the unique requirements of our operations training program -- large physical activity room for personal security training, small rooms for one-on-one consultations, larger rooms for [redacted] exercises, WANG equipment for records and reports training, and classrooms for lectures, etc.

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-- A brief outline of some considerations for a new location are attached.

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Other Components [redacted]

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4. The other components [redacted] -- the Secretarial, Administrative, and Communications Training Division and part of the Information Systems Training Division -- run short courses (two-three days) and serve the largest student populations of any of OTE's branches. Given the number of students involved, the parking situation at the proposed relocation sites is of great concern, particularly for our secretarial population.

5. The Information Systems branches also have personnel located in the Chamber of Commerce Building and are currently offering courses in three locations. Moving these personnel further from support that is now five-minutes away is also of concern.

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6. These and other considerations lead me to believe that other elements of OTE may be better suited for the relocation space than those currently located [redacted]

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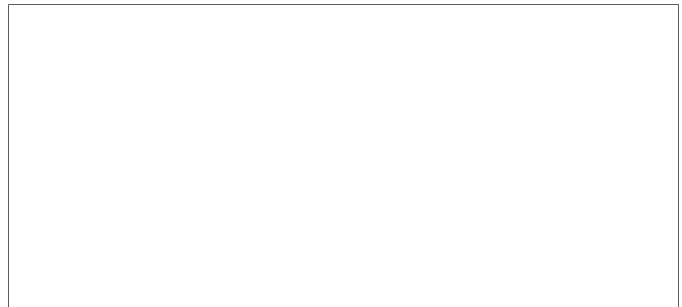
Recommendations:

7. Given the above, I recommend:

- a. That the Washington Operations Training Division be moved to a permanent site separate from other OTE components, and
- b. That I have the option -- when specific space is identified for OTE -- to move those elements whose needs are most compatible with the configuration of the space identified for relocation.

25X1 8. I would like the opportunity to discuss these proposals and other implications of relocation at your convenience.

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Attachment:
As Stated

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MEMORANDUM FOR: Chief, Headquarters Consolidation Staff

25X1 SUBJECT: Relocation of OTE Components

25X1 OTE/ADMIN

13 Aug. 87

Attachment:
As Stated

Distribution:

- 1 - Addressee w/att
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